



# BOILER TUNE-UPS

## For School and Government Customers

Keep your facility's space heating equipment running at its highest efficiency by performing regular maintenance and tune-ups. Stay up to date on preventative maintenance such as:

- Cleaning burner units, combustions chamber, and boiler tubes.
- Sealing/resealing the combustion chamber.
- Recalibrating the boiler and checking the combustion air-to-fuel ratio.

Get your boiler tuned up today and receive an incentive of **\$0.05 per MBh input**. Start enjoying the improved comfort and control of your facility this heating season.

### Enrollment Process

1. Confirm your natural gas utility participates in FOCUS ON ENERGY® at [focusonenergy.com/utilities](https://focusonenergy.com/utilities).
2. Choose a registered Trade Ally to perform the boiler tune-up by visiting [focusonenergy.com/findatradeally](https://focusonenergy.com/findatradeally).
3. Complete a separate 2024 Boiler Tune-Up Application for each unique job site, including the service date of each boiler tune-up.
4. Submit the completed application with a copy of an itemized invoice(s) or service contract, if invoice(s) are unavailable, and combustion efficiency report.
  - Focus on Energy will provide an incentive for boiler tune-ups that are a part of service contracts if the service contract states "an incentive from Focus on Energy for the boiler tune-ups will be paid to the customer."
  - Any incentive paid by Focus on Energy for boiler tune-ups must either be paid to or passed on to the customer.
  - The service contract will be accepted in lieu of an itemized boiler tune-up invoice.
5. The application will be reviewed and the incentive payment will be issued upon approval.

#### REDUCING ENERGY WASTE ACROSS WISCONSIN

Focus on Energy, Wisconsin utilities' statewide program for energy efficiency and renewable energy, helps eligible residents and businesses save energy and money while protecting the environment. Focus on Energy information, resources, and financial incentives help to implement energy efficiency and renewable energy projects that otherwise would not be completed.

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# BOILER TUNE-UP APPLICATION

FOR PROJECTS COMPLETED BY 12/31/2024



Complete all sections. Incomplete applications cannot be processed and will delay payment of incentives. **Applications must be submitted within 60 days of completed project installation**, no later than January 31, 2025. For additional copies of this form, visit [focusonenergy.com/catalogs](http://focusonenergy.com/catalogs).

## section 1

### ACCOUNT AND CUSTOMER INFORMATION

**Tax Identification Number** (Check one)  FEIN or  SSN

If you use a Social Security Number (SSN) as your Tax Identification Number, **do not provide it below**. You will be contacted by the Program via email to provide a copy of your W-9 using a secure online portal, if it is not already on file. **You must list an email address in Section 3.**

FEIN

### TAX CLASSIFICATION OF CUSTOMER

(Check one. Required for all businesses, including non-profits.)

- Sole Proprietorship  S Corporation  Partnership  
 C Corporation  LLC - S Corp  LLC - Partnership  
 LLC - C Corp  Single-Member LLC  
 Other \_\_\_\_\_

OWNER NAME (REQUIRED IF SSN IS USED AS TAX IDENTIFICATION NUMBER)

COMPANY NAME

LEGAL ADDRESS (AS SHOWN ON COMPANY W-9)

CITY STATE ZIP

WHO DID YOU WORK WITH FROM FOCUS ON ENERGY? (CONTACT NAME)

## section 2

### JOB SITE INFORMATION

(Refer to your utility bills for account numbers below.)

JOB SITE BUSINESS NAME

ELECTRIC UTILITY AT JOB SITE ELECTRIC ACCOUNT #

GAS UTILITY AT JOB SITE GAS ACCOUNT #

- JOB SITE ADDRESS IS SAME AS LEGAL ADDRESS  
 JOB SITE ADDRESS IS DIFFERENT (COMPLETE BELOW)

JOB SITE ADDRESS

CITY STATE ZIP

## section 3

### CUSTOMER CONTACT INFORMATION

JOB SITE CUSTOMER CONTACT NAME

PRIMARY PHONE # EMAIL ADDRESS

- I opt in to receive program updates via text message.  
Preferred method of contact:  Call  Email  Text

If Focus on Energy has a question about this application, we should contact:  Customer  Trade Ally  Other \_\_\_\_\_

## section 4

### TRADE ALLY INFORMATION

TRADE ALLY CONTACT NAME

PRIMARY PHONE # EMAIL ADDRESS

TRADE ALLY COMPANY NAME

ADDRESS

CITY STATE ZIP

## section 5

### BUSINESS PAYMENT INFORMATION

Payee is responsible for any associated tax consequences.

**Make incentive check payable to:**

- Customer  Trade Ally  Other Payee

If Other Payee is selected, the relationship to the utility account holder must be identified below:

- Tenant  Building Owner  Other (specify) \_\_\_\_\_

**For All Payees**

- Mail check to:**  Customer Legal Address  Job Site Address  
 Trade Ally Address  Alternate Address

COMPANY NAME

LEGAL ADDRESS (AS SHOWN ON COMPANY W-9)

CITY STATE ZIP

ATTENTION TO (OPTIONAL)

**For Trade Ally and Other Payees**

Trade Allies must be registered with the Program and have a current W-9 on file to receive payment.

**Tax Identification Number** (Check one)  FEIN or  SSN

If you use a Social Security Number (SSN) as your Tax Identification Number, do not provide it below. You will be contacted by the Program via email to provide a copy of your W-9 using a secure online portal, if it is not already on file. You must list an email address below.

FEIN

**Tax Classification of Payee**

(Check one. Required for all businesses, including nonprofits.)

- Sole Proprietorship  S Corporation  Partnership  
 C Corporation  LLC - S Corp  LLC - Partnership  
 LLC - C Corp  Single-Member LLC  
 Other \_\_\_\_\_

**Payee Contact Information**

NAME EMAIL ADDRESS

## section 6

### BUSINESS PROPERTY TYPE

Select one (1) property type that best describes your business:

- Education  Government

## section 7

### INCENTIVE PRODUCT INFORMATION

Refer to:

- The Trade Ally must perform a combustion efficiency test after the tune-up and complete the checklist below for each boiler.
- If multiple boilers are serviced on the same site, list the number of boilers and total MBh. A separate application is required for each unique job site.
- Submit copies of the combustion efficiency report which clearly show the after efficiency with the application.
- Incentive = \$0.05/MBh Input.
- Incentives are capped at 100% of tune-up cost.
- Incentive Product Information Sheet at [focusonenergy.com/catalogs](https://focusonenergy.com/catalogs) if additional lines are needed.

SERVICE DATE:

BOILER NAME/ IDENTIFICATION	CHECKLIST - COMPLETE ALL APPLICABLE ITEMS BELOW						COMBUSTION EFFICIENCY REPORT
	CLEAN BURNER UNITS & NOZZLES	CLEAN COMBUSTION CHAMBER	CLEAN BOILER TUBES	SEAL/RESEAL COMBUSTION CHAMBER	RECALIBRATE BOILER CONTROLS	COMBUSTION AIR INTAKE	
(Example) Boiler #1	✓	✓	✓	✓	✓	✓	✓

INCENTIVE CODE	SITE/ EQUIPMENT #	MBh (A)	INCENTIVE (B)	REQUESTED INCENTIVE (A x B)
4419	(Example) Boiler 1 and Boiler 2	2 X 500 MBh = 1000 MBh	\$ 0.05	\$ 50.00
4419			\$ 0.05	\$
4419			\$ 0.05	\$
4419			\$ 0.05	\$
4419			\$ 0.05	\$
Itemized Invoice(s) Attached: Yes <input type="radio"/>		Subtotal from Incentive Product Information Sheet (if applicable)		\$
		<b>INCENTIVE TOTAL*</b>		\$

## section 8

### CUSTOMER SIGNATURE

I, the undersigned Customer, agree the stated energy efficiency measure(s) was (were) installed at the job site address listed above as part of the Focus on Energy Program. I have read and agreed to the provisions set forth herein and to the Terms and Conditions posted at [focusonenergy.com/terms](https://focusonenergy.com/terms). I understand Focus on Energy may revise these Terms and Conditions at any time, and I will not be notified in the event changes are made. To the best of my knowledge, the statements made on this application are complete, true, and correct, and I have submitted the appropriate supporting documentation to receive an incentive.

If the Customer is identified as the Payee in Section 5, the following certifications are required for this form to substitute for the Internal Revenue Service (IRS) form W-9. Under penalty of perjury, I certify that:

- The number shown on this form is the correct taxpayer identification number.
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.
- I am a U.S. person.

**The IRS does not require my consent to any provision of this document other than the certifications required to avoid backup withholding.**



CUSTOMER SIGNATURE \_\_\_\_\_ NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

Submit applications and supporting documentation to:

**MAIL:** Focus on Energy  
725 W. Park Avenue  
Chippewa Falls, WI 54729

**EMAIL:** [business@focusonenergy.com](mailto:business@focusonenergy.com)

\*Incentive may be adjusted based on project caps. See measure requirements and Terms and Conditions for more information.

# PARTICIPATION REQUIREMENTS

NEED HELP? Call **800.762.7077**



## INFORMATION AND REQUIREMENTS

Before you start your project, make sure you are familiar with participation requirements, program information, and Terms and Conditions.

### General Terms and Conditions

Review the Focus on Energy Terms and Conditions at [focusenergy.com/terms](https://focusenergy.com/terms) or call **800.762.7077** to request a copy.

### Incentive Limits

Incentives are limited to \$300,000 per project and \$400,000 per customer per calendar year for all Focus on Energy incentives (prescriptive and custom).

Depending on the business tax classification of the payee, the entity receiving the incentive payment may receive IRS form 1099 for incentives totaling over \$600 in a calendar year.

### Trade Ally Information

A Trade Ally represents the company who provided/installed the equipment for a project or performed the service for which a Customer is seeking an incentive. Trade Allies who have signed an agreement with Focus on Energy are allowed to enjoy certain program benefits, one of which is to receive direct payment of incentives at the Trade Ally's request. Incentives can only be paid directly to a registered Trade Ally who has a W-9 on file with Focus on Energy. For more information on becoming a registered Trade Ally, visit [focusenergy.com/tradeally](https://focusenergy.com/tradeally).

The Federal Employer Identification Number (FEIN) and Tax Classification of the Trade Ally is required IF the incentive is paid directly to the Trade Ally. In this scenario, the credit must be clearly labeled as the Focus on Energy incentive and deducted from the amount due on the Customer's invoice.

If your project was completed by more than one Trade Ally (example, equipment was purchased from one Trade Ally but installed by another Trade Ally) and the incentive is being paid to you the Customer, enter the information of the Trade Ally who installed your equipment in Section 4: Trade Ally Information. If the equipment was self-installed, enter the information of the Trade Ally from whom you purchased the equipment.

### Assignment of Incentives to Other Payee

The Customer for the project site listed on the application may assign their right to participate and receive incentives to Other Payee. The Customer must sign Section 8 and identify the Other Payee in Section 5.